

**GENERAL SERVICES ADMINISTRATION**

[OMB Control No. 3090-0246; Docket 2015-0001; Sequence 16]

**General Services Administration Regulation; Submission for OMB Review;  
Packing List Clause**

**AGENCY:** Office of Acquisition Policy, General Services  
Administration (GSA).

**ACTION:** Notice of request for an extension of an  
information collection requirement for an existing OMB  
clearance.

**SUMMARY:** Under the provisions of the Paperwork Reduction  
Act, the Regulatory Secretariat Division will be submitting  
to the Office of Management and Budget (OMB) a request to  
review and approve an extension of a previously approved  
information collection requirement regarding the packing  
list clause. A notice was published in the Federal Register  
at 80 FR 76021 on December 7, 2015. No comments were  
received.

**DATES:** Submit comments on or before: **[INSERT DATE 30 DAYS  
AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

**ADDRESSES:** Submit comments regarding this burden estimate  
or any other aspect of this collection of information,  
including suggestions for reducing this burden to: Office  
of Information and Regulatory Affairs of OMB, Attention:  
Desk Officer for GSA, Room 10236, NEOB, Washington, DC

20503. Additionally submit a copy to GSA by any of the following methods:

- Regulations.gov: <http://www.regulations.gov>.

Submit comments via the Federal eRulemaking portal by searching the OMB control number. Select the link "Submit a Comment" that corresponds with "Information Collection 3090-0246, Packing List Clause". Follow the instructions provided at the "Submit a Comment" screen. Please include your name, company name (if any), and "Information Collection 3090-0246, Packing List Clause" on your attached document.

- Mail: General Services Administration, Regulatory Secretariat Division (MVCB), 1800 F Street, NW, Washington, DC 20405. ATTN: Ms. Flowers/IC 3090-0246, Packing List Clause.

Instructions: Please submit comments only and cite Information Collection 3090-0246, Packing List Clause, in all correspondence related to this collection. Comments received generally will be posted without change to <http://www.regulations.gov>, including any personal and/or business confidential information provided. To confirm receipt of your comment(s), please check [www.regulations.gov](http://www.regulations.gov), approximately two to three

days after submission to verify posting (except allow 30 days for posting of comments submitted by mail).

**FOR FURTHER INFORMATION CONTACT:** Ms. Janet Fry,  
Procurement Analyst, at telephone 703-605-3167 or via email  
at janet.fry@gsa.gov.

**SUPPLEMENTARY INFORMATION:**

**A. Purpose**

GSAR clause 552.211-77, Packing List, requires a contractor to include a packing list or other suitable document that verifies placement of an order and identifies the items shipped. In addition to information contractors would normally include on packing lists, the identification of cardholder name, telephone number and the term "Credit Card" is required.

**B. Annual Reporting Burdens**

Respondents: 7,387.

Responses Per Respondent: 27.

Total Annual Responses: 199,449.

Hours Per Response: .05.

Total Burden Hours: 9,972.

**C. Public Comments**

Public comments are particularly invited on: Whether this collection of information is necessary and whether it

will have practical utility; whether our estimate of the public burden of this collection of information is accurate, and based on valid assumptions and methodology; ways to enhance the quality, utility, and clarity of the information to be collected.

**OBTAINING COPIES OF PROPOSALS:** Requesters may obtain a copy of the information collection documents from the General Services Administration, Regulatory Secretariat Division (MVCB), 1800 F Street, NW, Washington, DC 20405, at 202-501-4755. Please cite OMB Control No. 3090-0246, Packing List Clause, in all correspondence.

Jeffrey A. Koses,  
Director, Office of Acquisition Policy,  
Office of Government-wide Policy.

**[Billing Code: 6820-61]**

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